

Getting Started With Your TeacherSite

1. Launch an Internet browser and enter the following URL:
http://beta2.schoolworld.com/Livonia/staff/index.cfm?ldap
2. Enter your district username and password.
3. Click on the *Login* button.











Each TeacherSite is organized by an easy-to-use tab system. The *My Site Content* window appears as the default every time you login to your site. It also appears when you click on the *Main Menu* button, located in the upper right-hand corner.

My Applications
Add a calendar, homework area, form creator, blog, web links, slide shows, puzzles, and polls to your site.


Advanced
Create an online quiz, create a message board, and access the email center.

My Site Content
Create unlimited web pages, update your home page, add new Main Sections, customize icons, and turn areas on or off.

Management
Allows you to change your user settings, view a site map of your site, receive monthly stats on visitor information, and track the number of downloads from your site.

My Site Content		Active On Site
 change icon	» edit Literacy Lounge » add a sub page	 Always On
 change icon	» edit Library Catalog » add a sub page	 Turn OFF
 change icon	» edit Kid Connections » add a sub page	 Turn OFF
 change icon	» edit Library News » add a sub page	 Turn OFF
 change icon	» edit Teacher Resources » add a sub page » edit sub page (1)	 Turn OFF

[Add Main Section](#) | [Sort Web Site](#)

 [HELP MANUAL](#)

Getting Started

1. Click on the *Management* tab in the My Content window.
2. Click on *User Options*. The Login tab appears by default.


User Settings	
JUDY BOWLING	
New Password	<input type="password"/>
Retype New Password	<input type="password"/>

password used to login to this admin area

3. Click on the *Contact Info* tab.
4. Enter your email address using the new domain **livoniapublicschools.org**. This replaces the current domain of livonia.k12.mi.us.
5. Select *Yes* to show your email address on your site. It should say *Yes* by default.
6. Enter a friendly web site name. This name will appear in the header of all your web pages.
7. It is not necessary to enter the address of your school as it will automatically be placed on all of your web pages.

Login Info Contact Info Site Options Navigation	
User Settings	
Contact Information	
School E-Mail	jbowling@livoniapublicschools.org
Show Email on Site? <small>on contact page</small>	Yes ▾
Friendly Website Name	Cooper Library Media Center
School District	
School Address Line 1	
School Address Line 2	
School Address Line 3	

8. Click on the *Save* button to activate these changes.
9. Click on the *Site Options* tab.
10. Select whether or not you would like icons to appear beside the navigation buttons.
11. Select your school from the *Location* drop down menu.
12. Select a template you would like for your site from the *Page Design* drop down menu. This template can be changed at any time.
13. Check the *show on Classroom Pages* check box. It should be checked by default.
14. Click on the *Browse* button to navigate to a logo that you would like to use on your site.
15. Click on the *Save* button to activate these changes.

Login Info Contact Info Site Options Navigation	
User Settings	
Web Site Options	
Use Icons on Site <small>as part of navigation</small>	No ▾
Location	Cooper ▾
Page Design	Chalkboard ▾
	
<p>Note: This current design allows you to upload random photos that appear part of the design. This design also allows you to customize some of the colors.</p>	
Custom CSS <small>advanced link settings</small>	Edit CSS
Password for site visitors <small>Password to allow visitors into site</small>	
Activate My Web Site On <small>No dates mean no restrictions</small>	
Deactivate Web Site On	
Your Web Site	<input checked="" type="checkbox"/> show on Classroom Pages
School Web Site Icon <small>Forced to 32 x 32 pixels if larger</small>	/Users/judybowling/Sites/literac Browse...

To change the color of the links in your site

1. Login to your TeacherPage using your district username and password.

<http://beta2.schoolworld.com/Livonia/staff/maintain.cfm?ldap>

2. Click on the *Management* tab.
3. Click on the *Users Options* link.
4. Click on the *Site Options* tab.
5. Click on the *Edit Links Colors* link.
6. Change the settings to suit your needs. As a general design rule, most links are blue and then change to purple once the link has been visited.
7. Click on the *Save* button. Your site is updated.

User Settings

Web Site Options

Use Icons on Site
as part of navigation

Location

Page Design

Note: This current design allows you to upload random photos that appear part of the design. This design also allows you to customize some of the colors.

Custom Colors
advanced link settings [Edit Link Colors](#)

Password for site visitors
Password to allow visitors into site

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No dates mean no restrictions

Deactivate Web Site On

Your Web Site ☒ show on Classroom Pages

School Web Site Icon
Forced to 32 x 32 pixels if larger

Save >

User Settings

Custom CSS Options

These settings are **per design**. If you change designs you will need to update these settings. Please make sure you are careful with these selections, they can change your site drastically. [Click to use design defaults.](#)

1. Web Links - Middle of site

Underline Links ☐ Don't Underline ☒ Underline

Link Color

1a. Web Links Hover

Hover Underline Links

Hover Link Color

2. Web Links - Side Navigation

Navigation Links

Navigation Link Color

2a. Side Navigation Links Hover

Navigation Underline Links

Navigation Hover Link Color

3. Visited Colors

Visited Link Color
middle of site

Visited Link Color
navigation side

Save >